

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

December 12, 1969

GSA BULLETIN FPMR B-22
ARCHIVES AND RECORDS

TO: Heads of Federal Agencies

SUBJECT: U.S. Government Mail Preparation

1. Purpose. This bulletin transmits the Post Office Department's "Guidelines for Preparing U.S. Government Mail."
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.
3. Background. A Presidential memorandum of July 24, 1968, established a program for the improvement of mail practices within the Federal Government; directed the Post Office Department to provide mail-improvement guidelines and technical advice to the General Services Administration and through GSA to other departments and agencies; and designated the Administrator of General Services to act as the central mail-improvement coordinator. The Administrator, in turn, assigned his responsibilities in this area to the Archivist of the United States.
4. Guidelines. The attached guidelines are based upon Post Office Department studies of human and technical factors and upon high speed mechanization requirements. Government-wide application of the guidelines will result in faster and more reliable mail service.
5. Training and reporting procedures. Training aids, including a motion picture, workshop materials, and the booklet "Prepare with Care," have been developed jointly by the Post Office Department and GSA. Details about those aids and about reporting progress in implementing the guidelines will be transmitted directly to agencies' mail-improvement coordinators.
6. Contact. Agencies having special mail problems or requiring information or exceptions to the guidelines should direct requests through their mail-improvement coordinators to:

Office of Records Management (NRP)
National Archives & Records Service
General Services Administration
Washington, D.C. 20408 STOP 220

Telephone: (202) 963-6426
IDS Code 13 x36426

James B. Rhoads
JAMES B. RHOADS
Archivist of the United States

GUIDELINES FOR PREPARING U.S. GOVERNMENT MAIL

**POST OFFICE DEPARTMENT
Washington, D.C. 20260
November 1969**

TABLE OF CONTENTS

ITEM	PAGE
Introduction	1
I. Mail Piece Selection	3
1. Size	3
2. Shape	3
3. Relationship of Envelope Size to Content Size	4
4. Self-Mailers	4
II. Physical Properties and Construction of Mail Pieces	6
1. Envelope Material and Construction	6
2. Self-Mailers	6
3. Surface Finish	7
4. Color	7
III. Addressing Mail Pieces	9
1. Format	9
2. Location of Addresses on Letter-Size Mail	10
3. Location of Addresses on Larger Than Letter-Size Mail	11
4. Address Windows for Letter-Size Mail	11
5. Address Clearance Area, Letter-Size Mail	11
IV. Indicia and Other Entries	13
1. Indicia	13
2. Return Address, Official Business, and Penalty Provision	15
3. AIRMAIL or Other Endorsements	16
4. Address Location Instructions	16
5. Miscellaneous Special Entries	16
V. Final Preparations for Mailing	17
1. Envelopes	17
2. Self-Mailers and Punched Cards	17
3. International Mailing Requirements	17
APPENDIX A - Window Material Specification	
APPENDIX B - Size and Spacing of Address Characters	
APPENDIX C - Address Format for Military Mail	
APPENDIX D - International Mailing Requirements	

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
GUIDELINES FOR PREPARING U.S. GOVERNMENT MAIL

INTRODUCTION

The following guidelines reflect characteristics of mail that are necessary to assure efficiency in mail processing, including both manual and mechanized operations.

The General Services Administration has been designated by White House Memorandum to act as central coordinator of a Government-wide Mail Improvement Program. These guidelines constitute the technical requirements necessary to reform mail preparation practices within Government. They are for application to official mail, and to other mail prepared by government agencies including that on which postage is paid by the using public, and to mail pieces sold by government agencies for non-government use by the public.

One of the basic problems in the efficient use of mail processing equipment arises from the wide diversity of mail pieces which enter the mail stream, making continuous smooth-running operation of this equipment impossible. Expensive manual labor is needed to monitor the machines, to extricate jammed mail, and to manually reprocess it. Consequently, the Post Office is unable to obtain desired machine performance until mail with undesirable characteristics is eliminated. The troublesome features are now well understood as a result of engineering studies, tests, and observations made of postal methods and equipment over a period of several years, and are the basis for the mail preparation guidelines contained in this document. Changes and clarification have been incorporated which were found necessary as a result of agency experiences and comments, and as a result of additional testing since first publication of the "guidelines" in September 1968.

The primary objectives of the guidelines are to minimize overall government costs, and to improve mail service. A common sense approach in implementing the program is expected. Therefore, existing stocks of forms, cards, envelopes, or other supplies made obsolete by these guidelines should be used until exhausted or made obsolete by other regulations. However, stocks should not be replenished by items which violate these guidelines. Items such as computer-generated printouts requiring expensive reprogramming to relocate addresses or otherwise comply with the guidelines may be corrected by attrition at the time of reprogramming or redesign for other purposes.

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
Any special problems or requirements regarding mail characteristics should be submitted to the General Services Administration for resolution. Exemptions from the guidelines may be authorized when compliance would impose significant technical problems on the agency. However, it is expected that agencies granted exemptions will take action to bring their mail pieces within compliance with the guidelines to the extent practicable.

Application of these guidelines will result in faster, safer, more reliable, and more economical mail service to the government and to the public we serve.

1. SIZE

a. Mail shall, when physically possible, be prepared so as to be within the range of sizes which can be machine processed, and also most efficiently hand processed. This range of sizes, referred to as "letter-size mail," is as follows:

characteristic	minimum mailable size	maximum letter size
height	3 inches	5 3/4 inches
length	5 inches	11 1/2 inches
thickness* (must be uniform)	.007 inch	.25 inch

*Cards exceeding 4 1/4 inches in height and/or 6 inches in length must be at least .009 inch thick and should not be thicker than .013 inch.

b. In instances where mail pieces must be larger than letter-size, avoid the use of items over 9 inches by 12 inches whenever possible. Items larger than that are especially difficult to handle even by manual methods.

2. SHAPE

a. Envelopes, cards, and self mailers shall be rectangular, regardless of size or class of mail.

b. Letter-size mail shall have a maximum ratio of height to length of 1 to 1.4, and a minimum ratio of 1 to 2.5.

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4

3. RELATIONSHIP OF ENVELOPE SIZE TO CONTENT SIZE

- a. The closer the envelope size is to the content size, the less chance there is for damage to the envelope or contents through bending, or from the insert punching out of the envelope.
- b. Use a 3 7/8 inch by 8 7/8 inch (commercial number 9) envelope for 8 inch by 10 1/2 inch items (standard Government letter size) which can be folded. This size will handle about four sheets of bond, or eight tissue weight sheets, or equivalent combinations. The limiting factor is that after stuffing and sealing, the lightly compressed thickness of the mail piece should not exceed .25 inch. (See V.1.c)
- c. If a self-addressed envelope is to be included for return of an 8 inch by 10 1/2 inch item, use a 4 1/8 inch by 9 1/2 inch envelope (commercial number 10), and enclose an unfolded 3 7/8 inch by 8 7/8 inch (number 9) envelope. An envelope which has been folded prior to use is certain to cause processing problems.
- d. For thin 8 inch by 10 1/2 inch items that cannot be folded without damage, such as photographs or special documents intended for framing, use an 8 1/2 inch by 11 1/2 inch envelope.
- e. For thick items that cannot be folded, such as booklets or reports, use an envelope size such that after insertion of the item there is not more than one-half inch extension of the envelope past the edge of the insert on any of the four edges.
- f. For consolidated mailings (several mail items sent to the same address in the same envelope), let the largest item determine the size of the envelope.

4. SELF-MAILERS

- a. An alternative to the use of an envelope is the selection of the self-mailer technique.
- b. For the purposes of these guidelines, "self-mailer" includes any mail piece (except parcels) which does not have an outer cover, wrapping or envelope in addition to the paper or material on which is placed

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
the majority of the printing, drawing, etc., being transmitted. A self-mailer can be a post card, a single sheet folded or unfolded, or a number of sheets, not necessarily of the same material.

OF MAIL PIECES

1. ENVELOPE MATERIAL AND CONSTRUCTION

- a. Envelopes will be of 20 lb. paper or heavier (17 inches by 22 inches, 500 sheet basis), and constructed in accordance with the current revised issue of Federal Specification UU-E-00522. Plastic envelopes must not be used for letter-size mail.
- b. All envelopes must be closed on all four edges and all flaps must be gum sealed. Letter-size envelopes with clasps, string and buttons, and staples are not permitted.
- c. All envelope windows will be covered with transparent material glued at the edge of the cut-out or an integral part of the envelope face. The window material must conform to the Federal Specification UU-E-00522. (See Appendix A for window material requirements.)

2. SELF-MAILERS

- a. Self-mailers not presorted, faced, and tied in bundles by ZIP Code, must meet all requirements for envelopes or single cards, including size, shape, construction, addressing, color, and complete sealing.
- b. Self-mailers that are to be presorted, faced, and tied in bundles by ZIP Code may be constructed according to the following:
 - (1) The self-mailer must be folded to letter size if possible, and fastened by at least one fastener on the long open edge. (Fasteners on all three open edges are preferred from a postal processing standpoint.) A gummed fastener is preferred, but staples may be used if the staples lie flat and do not stick up to catch other mail. Staples inserted by binding equipment usually meet this requirement; those applied by hand-operated staplers frequently do not.

- (2) Items that cannot be folded to letter size without damage, such as booklets and magazines, need not be sealed on more than one edge (the "spine" or binding edge).
- (3) When double reply cards are used, fasten the cards with at least one gummed fastener or flat staple as described above. The reply portion when detached must conform with the requirements for single cards.

3. SURFACE FINISH

- a. The finish (smoothness) of letter size mail must be within the range of 5 seconds to 150 seconds when measured by the Bekk method as described in Part 2, Testing Standards, of the "Government Paper Specification Standards" published by the Joint Committee on Printing, Congress of the United States. Both sides of the mail piece must have the same finish, within the tolerances normally allowed for front and back sides of the paper stock from which the piece is manufactured. No artificial slippery finish such as silicone plastic or tri and tetra fluoroethylene will be permitted.

4. COLOR

- a. When the address is to be entered directly on a letter size envelope or card, the item must be in solid colors of white, light blue, or light green.* Kraft or other colored envelopes are satisfactory for letter size mail if the address appears through a window, and is on a correct insert, or if a label of the correct color is used for applying the address.
- b. When the address is to be entered directly on a self-mailer constructed according to paragraph II 2.b., or on a larger than letter-size envelope, the item may be of any color that will permit a clear contrast, other than a brilliant color offensive to the eye.
- c. When the address is to be entered on a label or on any item that will appear in the window of an envelope, use an envelope of any color other than a brilliant color offensive to the eye. However, when a letter-size envelope or card is used, the paper on which the address is entered must be white, light blue, or light green.* When a larger than letter-size mail piece is used, the address may be entered on paper of any color that permits a clear contrast, other than a brilliant color.

*Colors must be equal to or lighter in hue than U.S. Government

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
Paper Specification Standards of Crystal Blue and Neptune
green shown in "Government Paper Specification Standards"
published by the Joint Committee on Printing, for paper
styles JCP B10, D10, F10, etc.

- d. When it is necessary to identify the contents of envelopes prior to their being opened, it is possible to use a printed number or other code instead of using colored envelopes. A common method of coding time periods or type of action needed is to preprint one or more small black bars vertical to and overlapping the edge of the envelope. This allows rapid internal sorting of stacked mail by the agency.
- e. Opaquing designs printed on the inner surface of envelopes should be as uniform as possible, and should avoid the appearance of lines of type parallel to the long edge of the envelope.

1. FORMAT

- a. Addresses are to be of block style with all of the lines having a uniform left margin. Do not allow more than .6 inch (six typewriter spaces) of space between items in any line of the address.
- b. Addresses will preferably be printed or typewritten. Computer, addressing machine, printed, or typewritten addresses will be of black or blue-black ink, and of any common type font. Italic and artistic fonts are not to be used. Rubber stamped addresses are permissible if the stamped impression conforms to all provisions pertaining to address format, type, color, and alignment requirements. See Appendix B for typographic tolerances.
- c. Enter city, state, and ZIP Code on the bottom line of the address and in that sequence.
- d. Enter the next to the bottom line of the address in the manner indicated below.

Mr. James Reed
1000 Main Street
Detroit, MI 48217

Mr. John Smith
600 Vale Street
Worcester, MA 01604

If applicable, use either a street address or a box number, never both.

Mr. John Brown
Box 2, Potomac Stn.
Alexandria, VA 22301

If both a box number and a post office station name or number are used, the box number must appear first.

Mrs. Jane Smith
R.R.2, Box 12
Pleasantville, NY 10570

If the letter is for rural delivery, the route number must precede the box number.

Mrs. Sue Brown
600 Vernon St., Apt. 2
Camp Springs, MD 20022

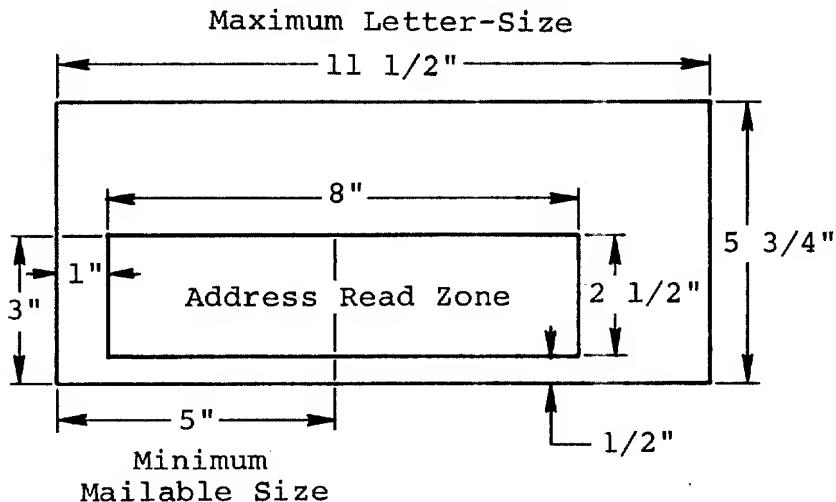
If an apartment, room, suite, or other unit number is used it should appear after the street address and on the same line. If it is impracticable to enter such an item on the same line, it may appear in the line above the street address, but never to the left or below.

Valley, TX 75204 small town or village without a street address, rural route, or box number, a two-line address is permissible.

- e. Enter accounting numbers, subscription codes, etc., above the address, if practicable. Otherwise, they may be entered in a single line to the right of any address line, skipping more than .6 inch (at least seven typewriter spaces). Attention lines may be added on any line above the street or box number.
- f. Military mail will be addressed as shown in Chapter 1, part 123.8, of the Postal Manual. (See Appendix C.)
- g. Program computerized systems used to prepare addresses in such a manner that addresses are produced in ZIP Code sequence. The mail should then be tied in bundles by ZIP Code.

2. LOCATION OF ADDRESSES ON LETTER-SIZE MAIL

- a. Position the address within the address "read zone." This is a rectangular area 2 1/2 inches by 8 inches, parallel to the long edge of the mail piece, located one inch from the left edge and 1/2 inch above the bottom edge of the item. If the mail piece is less than 9 inches long, the read zone extends to the right edge of the envelope. It must be recognized that on many mail pieces the address read zone will overlap the return address, indicia, or other authorized printing. In such cases, the address will be placed within the read zone in such a manner as to meet the address clearance requirements described below.



Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
b. Address print must be positioned parallel to the long edge of the mail piece. This is approximately 1/4 inch for each three inches of address print.

- c. Position the address below, not beside, any printed marks intended to guide the typist in placing the address.

3. LOCATION OF ADDRESSES ON LARGER THAN LETTER-SIZE MAIL

- a. Enter the address parallel to the long edge and approximately in the center of the mail piece when practicable. On printed matter, such as magazines, leave on the right end of the address side a clear rectangular space of not less than 3 inches by 4 1/4 inches, or equivalent space, for entry of the address and indicia.

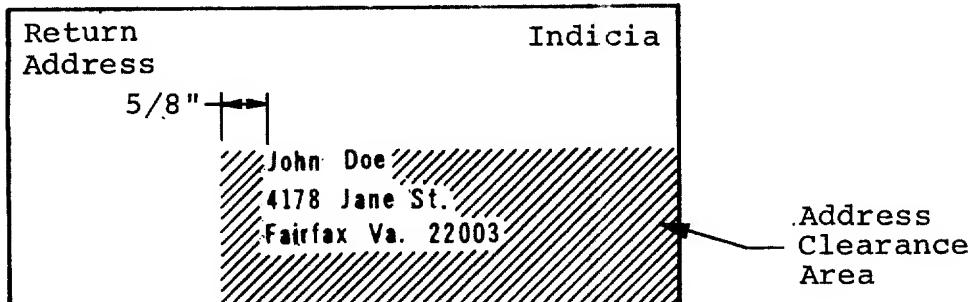
4. ADDRESS WINDOWS FOR LETTER-SIZE MAIL

- a. Address windows and inserts must be designed so as to insure that the address is completely within the above read zone, although the window itself may extend outside of the read zone. Envelopes, windows, inserts, and addresses must be matched and of such dimensions that there is at least 1/4 inch clearance between the left, right, and bottom edges of the window and the address, when the insert moves to its full limits inside the envelope. No other printing may show through the window except that which is above the address or more than 5/8 inch to the left of the address or otherwise out of the address clearance area as defined below.
- b. Auxiliary windows are not desirable from a mail processing standpoint, but are permitted if essential to an agency's operations. On letter-size mail, the auxiliary window shall be outside of the address clearance area and the indicia area.

5. ADDRESS CLEARANCE AREA, LETTER-SIZE MAIL

- a. No printing, lines, colored patterns, or other markings may appear in the clearance area around the address as shown below.* The area includes the space between the left edge of the address and 5/8 inch to the left of the address, down to the bottom edge of the piece; the area between the bottom edge of the address

Approved For Release 2002/03/20 : CIA-RDP74-00390R000300050033-4
area to the right of the address, over to the right edge of the mail piece.



*Authorized exceptions:

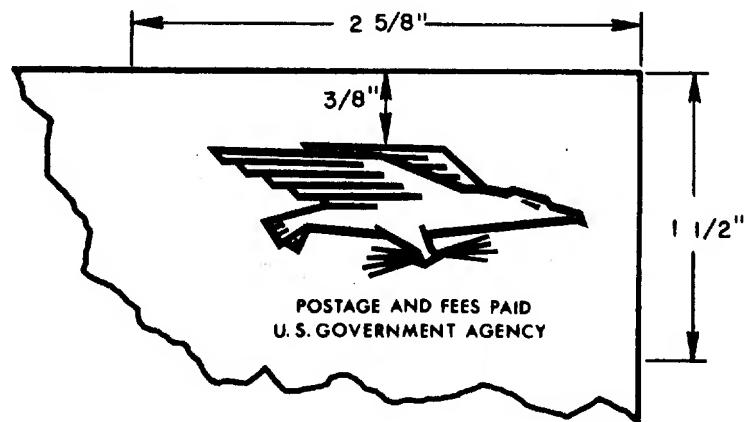
- (1) Business reply markings extending no further than one inch from right edge of envelope.
- (2) Printed borders extending no further than one quarter inch from envelope edges.
- (3) A single line of print is permissible to the right of the address, for subscription code numbers, etc., if it is more than .6 inch to the right of the address line opposite it.
(Avoid the use of numeric codes with 5 or 6 digits which may be confused with the ZIP Code during manual sorting.)

b. The address must be entered with respect to other authorized printing already on the envelope so that the above clearance is maintained.

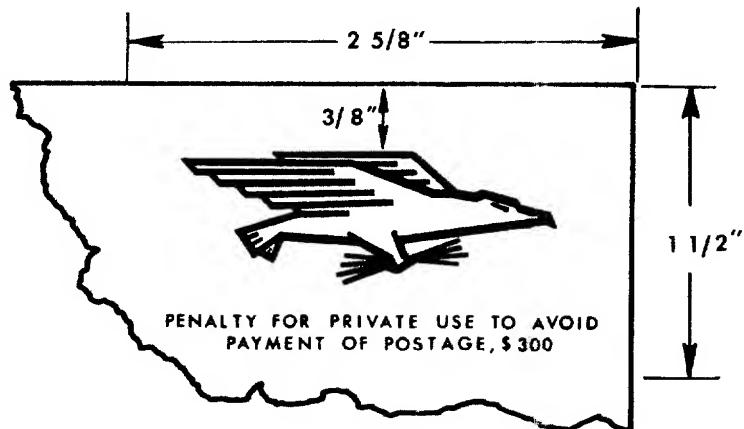
The address side of letter size mail shall contain no printing other than that specifically provided for throughout these "Guidelines For Preparing U. S. Government Mail."

1. INDICIA

- a. An area 1 1/2 inches by 2 5/8 inches is reserved in the upper right hand corner of the mail piece for the indicia or stamp. No other markings may appear in the indicia area except borders extending no further than one quarter inch from the envelope edges.
- b. The indicia for letter size official mail of departments or agencies authorized to use the "Postage and Fees Paid" system (Postal Manual 137.231 b) consists of: An eagle symbol (shown actual size below) located 3/8 inch from the top edge of the mail piece; the words "Postage and Fees Paid", and name of department or agency.



c. The indicia for letter size official mail of departments or agencies which do not use the "Postage and Fees Paid" system shall consist of: The eagle symbol (shown actual size below) located 3/8 inch from the top edge of the mail piece; and the statement "Penalty for Private Use to Avoid Payment of Postage, \$300."



d. The eagle may be reduced in size to not less than 5/8 inch by 1 5/8 inches and the indicia area to not less than 1 1/4 inches by 2 inches.

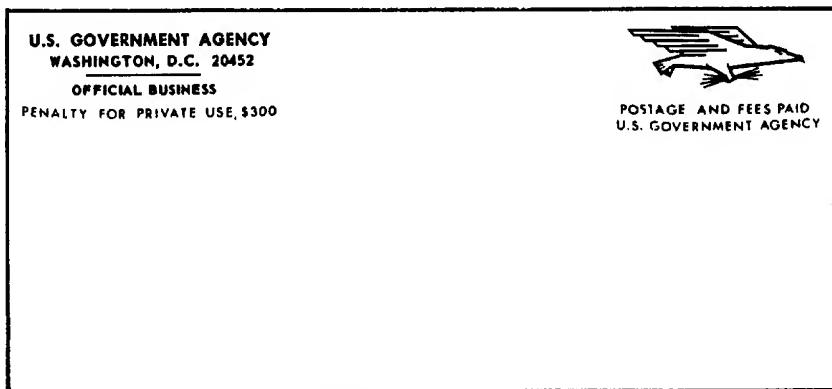
e. Use of the eagle symbol as part of the indicia is optional on larger than letter-size mail.

f. The eagle symbol may be omitted on self-mailers completely printed by computer with no provisions for printing designs other than letters and numerals, provided the items are faced, sorted, and tied in bundles by ZIP Code.

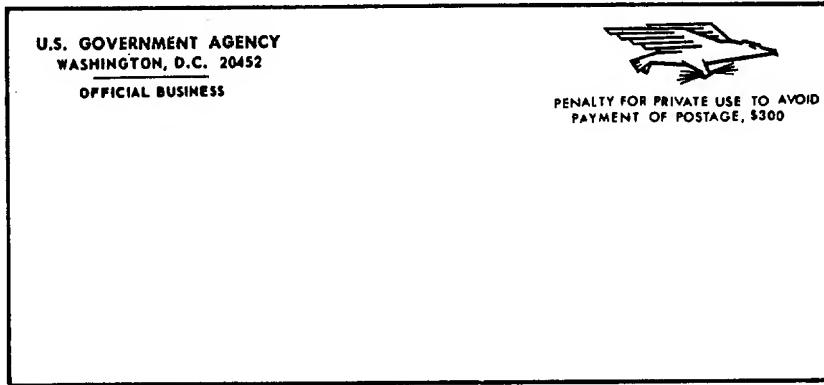
g. Phosphorescent tagging will be added to government letter-size mail within one year, with the exception of items faced, sorted, and tied in bundles by ZIP Code.

2. RETURN ADDRESS, OFFICIAL BUSINESS, AND PENALTY PROVISION

a. Departments or agencies authorized to use the "Postage and Fees Paid" system shall enter the return address, the words "Official Business", and the statement "Penalty for private use, \$300" in the upper left corner of the mail piece.



b. Departments or agencies which do not use the "Postage and Fees Paid" system shall enter the return address and the words "Official Business" in the upper left corner of the mail piece.



3. AIRMAIL OR OTHER ENDORSEMENTS

- a. Enter the word "AIRMAIL" approximately 1/4 inch below the indicia if the mail piece is to be sent by air. Other endorsements for special services or class of mail should be placed in the same area.

4. ADDRESS LOCATION INSTRUCTIONS

- a. Address location instructions may consist of printed directions above the address area or more than 5/8 inch to the left of the address, or may simply be a small dot or other guide mark printed above the location for the first letter of the top line of the address. A straight line may be printed above the location for the top line of the address to assist in aligning the address, and to designate the maximum length allowed for the address to assure proper placement in windows.

5. MISCELLANEOUS SPECIAL ENTRIES

- a. A message (such as instructions to Postmaster), emblem, slogan, or special design may be printed above the address if it does not extend into the indicia area, or on the left one-fourth of the mail piece if it is more than 5/8 inch to the left of the address. These items, however, must be approved in accordance with the Code of Federal Regulations, Title 41, Chapter 101 - Federal Property Management Regulations, Section 101 - 11.603.9.

1. ENVELOPES

- a. Press all envelopes flat before sealing to remove as much air as possible.
- b. Make sure each envelope is sealed securely. A major cause of machine jams is unsealed flaps on otherwise ideal mail pieces.
- c. Enter "Non-Machinable" above the address on any letter-type envelope mail that is thicker than 1/4 inch.

2. SELF-MAILERS AND PUNCHED CARDS

- a. Self-mailers not meeting envelope or single card requirements must be faced, presorted, and tied in bundles by ZIP Code.
- b. Punched cards or other cards that exceed 4 1/4 inches in height and/or 6 inches in length must be enclosed in an envelope unless they are at least .009 inch thick.
 - (1) The most common punched card is .007 inch thick and should not be used as a self-mailer. Cards of .009 inch thickness are available and may be used as self-mailers.
 - (2) Standard .007 inch thick punched cards that are used in obtaining information from the public must be returned enclosed in an envelope.

3. INTERNATIONAL MAILING REQUIREMENTS

- a. See Appendix D for reprint of appropriate information from Chapter 2 of the Postal Manual.

APPENDIX

APPENDIX A WINDOW MATERIAL SPECIFICATION

APPENDIX B SIZE AND SPACING OF ADDRESS CHARACTERS

APPENDIX C ADDRESS FORMAT FOR MILITARY MAIL

APPENDIX D INTERNATIONAL MAILING REQUIREMENTS

The area reflectance, R_w , of the window material shall not be less than 70% when measured at 400 nm with respect to MgO as described below. The opacity of the window material shall not exceed 25% when measured as described below. (nm = nanometers)

- a. Opacity is defined as R_b/R_w where R_b equals the area reflectance of the material with a standard black* backing and R_w equals the area reflectance of the window material with an MgO white backing.
- b. Area reflectance measurements shall be made with a reflectance spectrophotometer, Bausch and Lomb Spectronic 505 or equivalent. The reference shall be a magnesium oxide (MgO) standard (see TAPPI Standard T 633 m-50). Measurement shall be of diffuse reflectance, i.e., the specular traps must be installed in the instrument.
- c. Measure the reflectance of MgO vs MgO to obtain a reference curve. Set the reference curve to 100% and ascertain that it does not vary more than $\pm 2\%$ between 370 and 430 nm.
- d. Measure the reflectance of the window material (1 sheet) backed with MgO at wave length 400 nm. The reflectance (% with respect to the reference curve) at 400 nm describes area reflectance R_w .
- e. Measure the reflectance of the window material (1 sheet) backed with a standard black backing* at wave length 400 nm. The reflectance (% with respect to the reference curve) at 400 nm describes R_b .
- f. $\frac{R_b}{R_w}$ equals opacity.

*A cavity lined with black velvet or other material which will cause the reflectance of the cavity to be less than 1% with respect to the reference curve (MgO vs MgO = 100% $\pm 2\%$).

TYPOGRAPHIC TOLERANCES (ALL FIGURES INCLUSIVE)

CHARACTER PITCH: 7 - 14 Characters per inch

CHARACTER HEIGHT: .08 - .20 inch

SPACE BETWEEN WORDS: From 1 character space to .6 inch*

LINE SPACING: From 3 to 6 lines per inch

*The Optical Character Reader would continue scanning a line indefinitely unless programmed to stop. Therefore, in order to avoid picking up extraneous data, the reader is given an "end-of-line" instruction which tells it to stop searching for additional characters when it encounters a blank space longer than .6 inch on the line being read. Addresses printed from "fixed field" computer records will often have gaps exceeding .6 inch unless the computer is programmed to maintain single spacing between words on printout.

ADDRESS FORMAT FOR MILITARY MAIL AS OF 9-15-69

(Reprinted from Chapter 1 of the Postal Manual)

123.8 MILITARY MAIL

.81 OVERSEAS MILITARY MAIL

.811 *Army and Air Force.* Show grade, full name, including first name and middle name or initial, service number (same as social security account number), organization, APO number and the post office through which the mail is to be routed. Examples:

Pvt. Willard J. Doe, 300-52-6111 Company F 167th Infantry Regt. APO New York 09801	A1C Howard J. Doe, 248-60-5033 50 Fld Maint Sq. CMR Box 861 APO New York 09109
A/1c Harold F. Doe, 249-06-5432 2d Bomb Squadron APO New York 09125	

.812 Navy and Marine Corps. Show full name, including first name and middle name or initial, rank or rating, service number, shore based organizational unit with Navy number, or mobile unit designation, or name of ship, and the fleet post office through which the mail is to be routed. Examples:

John M. Doe QMSN 686 54 70 USN USS Lyman K. Swenson (DD 729) FPO San Francisco 96601	James T. Doe, AQF-2, 329 76 83 USN U.S. Naval Air Facility FPO New York 09521
Maj. John M. Doe, O23492 USMCR Staff, Fleet Marine Force Pacific FPO San Francisco 96608	Lt. Leroy A. Doe, 063941, USMC U.S. Marine Corps Air Facility FPO San Francisco 96622

.813 Dependents Residing With Military Personnel. Mail addressed to dependents residing in overseas areas will be addressed in care of the sponsor. Example:

Miss Mary J. Doe
c/o Sgt. Howard A. Doe, 345-67-8900
Company A, 1st Bn. 16th Inf.
APO New York 09036

.814 **Abbreviated addresses.** Those mailers addressing mail by data processing equipment may shorten the address further by abbreviating the name of the gateway post office, as for example:

APO NY 09403
APO SF 96503
APO SEA 98749

.82 MILITARY MAIL WITHIN UNITED STATES

.821 Army and Air Force. Show grade, full name, including first name and middle name or initial, service number (same as social security account number), organization, military installation and the ZIP Code. Examples:

Pvt. Willard J. Doe, 300-52-6111
Co B, 1st Bn, 12th Infantry
Fort Lewis, Washington 98433

A/1c Harold F. Doe, 249-06-5432
1 Strat Aerosp Div
Vandenberg AFB, California 93437

.822 Navy and Marine Corps. Show full name, including first name and middle name or initial, rank or rating, service number, organization, military installation and the ZIP Code. Examples:

Bill E. Smith, SK3, 331 20 54 USN
U.S. Naval Supply Depot
Great Lakes, Illinois 60088
M/SGT Peter V. Perez, 1342165 USMC
Headquarters Battalion
Headquarters U.S. Marine Corps
Henderson Hall
Arlington, Virginia 22214

.823 Dependents Residing with Military Personnel.

a. Mail addressed to dependents for delivery through the sponsor's military unit should be addressed in care of the sponsor. Example:

Master Robert Brown
c/o Sgt. Michael Brown, 081-32-6959
Company A, 6th Bn., 10th Inf.
Fort Gordon, Georgia 30905

b. Mail addressed to dependents for delivery at the sponsor's military quarters need not be addressed in care of the sponsor. Example:

Master Robert Brown
2519 C Street
Wright-Patterson AFB, Ohio 45433

.83 GEOGRAPHICAL ADDRESS. Mail showing a foreign city and country in addition to the military address is subject to the rates of postage and conditions for international mail. (See chapter 2.)

(Reprinted from Chapter 2, Postal Manual)

221.2 POSTAGE

.24 MAILINGS WITHOUT POSTAGE

.242 Federal Government Paid Mail. All Official mail of the Federal Government is accepted for other countries without postage affixed under the following conditions:

- a. Postage and Fees Paid Mail. All official mail of authorized departments and agencies prepared in accordance with the provisions of 137.231 a,b, and c will be given the postal service indicated on its cover. There is no limitation as to the countries to which this mail may be addressed provided the service desired is available. The mail is subject to the weight and size limits and other conditions prescribed in part 222, and when required must be accompanied by the postal forms mentioned in that part.

APPENDIX D